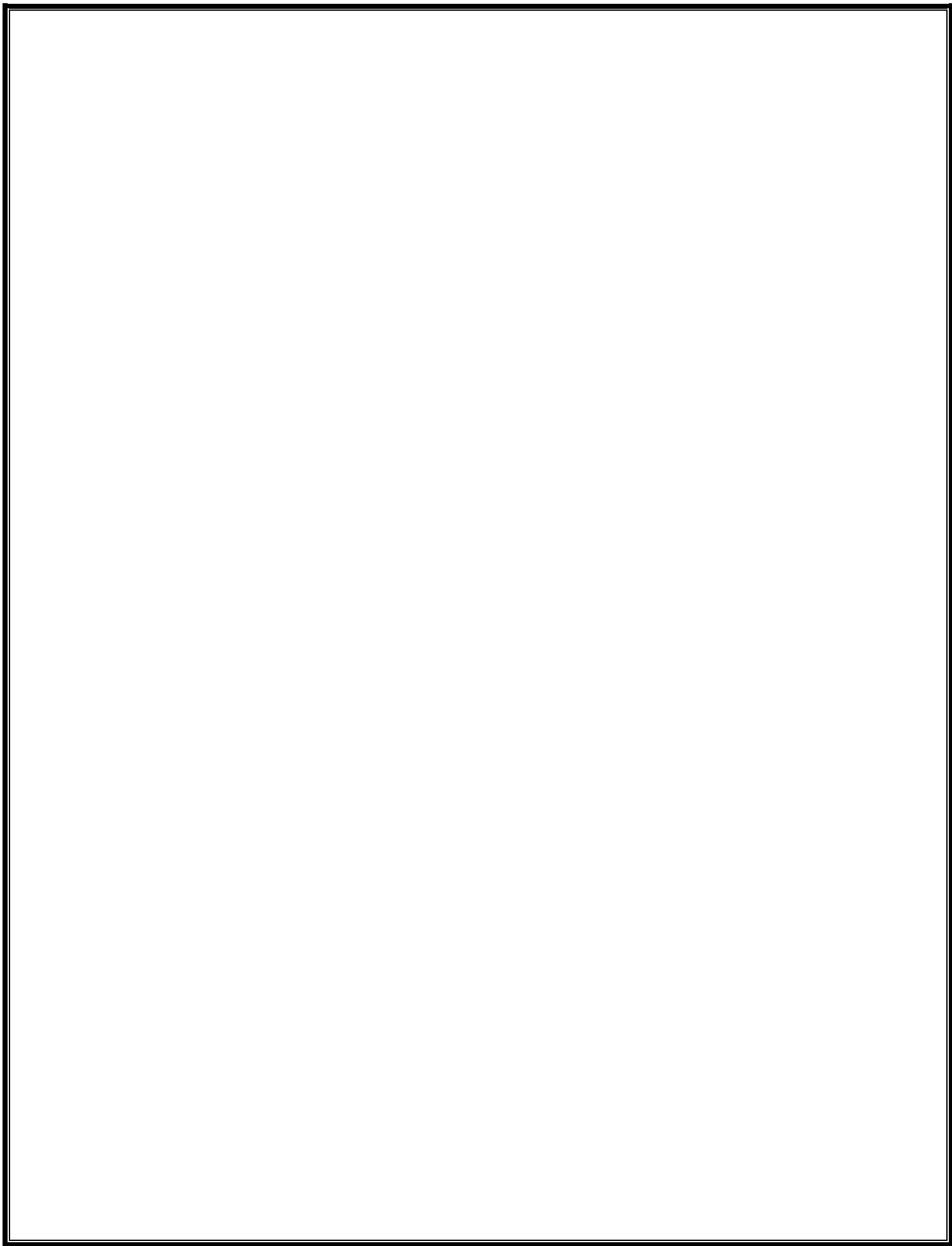


# Supervisors of Elections DOS Online Grants System User Manual



*Last Updated 1/18*



# OVERVIEW

DOS Grants is the online application and management system for grants offered by the Department of State's Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services. These grants support Florida's position as the recognized national leader in arts and culture, information management and history and heritage while creating opportunities for every Floridian to participate in Florida's culture, history, information, business and electoral process. Applicants can use the system to apply for grants and manage grants they have received.

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# HOW TO REGISTER ON THE DOS GRANTS WEBSITE

Before you can begin using the DOS Grants system, you must first create an account. Each user in your office who will be involved in the grant process should have his or her own account.

**Step 1:** Navigate to the DOS Grants website: <http://www.dosgrants.com/> and click on the “Register as a new user” link in the top right corner.

FLORIDA DEPARTMENT OF STATE

Cultural Affairs | Elections | Historical Resources | Library and Information Service



[Home](#) | [Organization](#) | [Grants](#) | [Panels](#) | [Search](#) | [Help](#)

[Register as a new user](#) | [Forgot your password?](#)

Log In :  Password

## Welcome to DOS Grants, the Department of State's online Grants system



DOS Grants allows Floridians to apply for and manage grants offered by the Department of State through the Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services. These grants support Florida's position as the recognized national leader in arts and culture, information management and history and heritage while creating opportunities for every Floridian to participate in Florida's culture, history, information, business and electoral process.

Select “Grants” in the menu above to see the available applications or create an account and add your organization to get started.

### Upcoming Events

Description	Date/Time
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017
Public Library Construction grant applications due July 28	07/06/2017
Small Matching Review and Ranking Meetings are scheduled as follows: July 19 for Acquisition and Development projects / July 20 for all other projects. Applicants can participate via webinar or in person at the R.A. Gray Building, Tallahassee.	06/15/2017

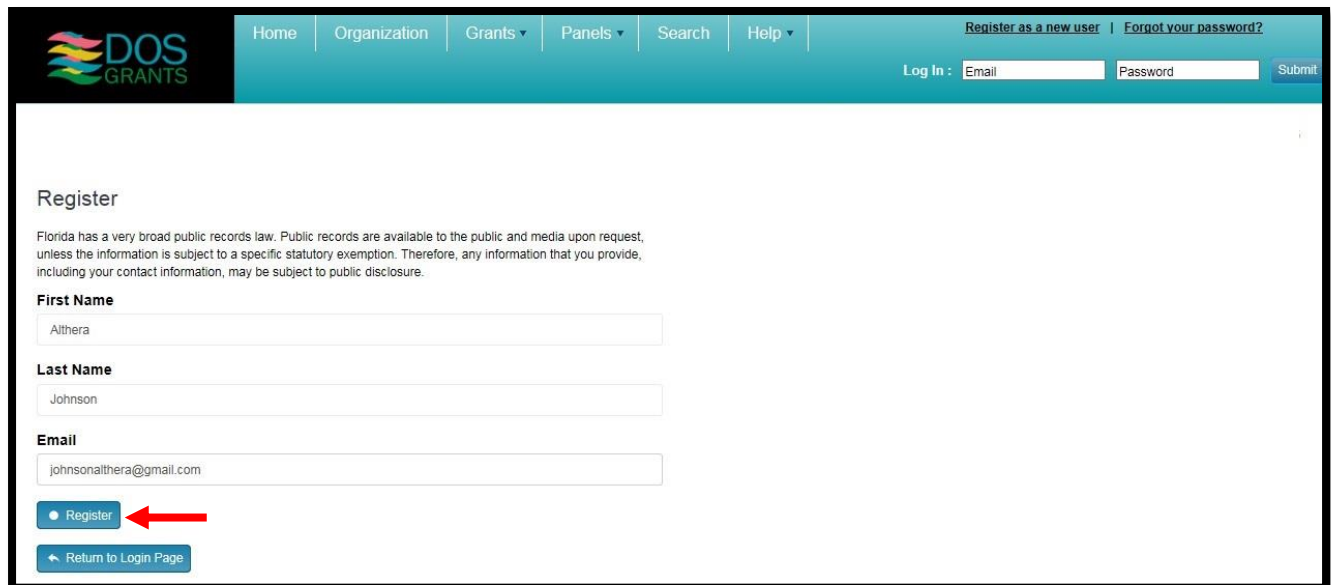


Rick Scott, Governor  
Ken Detzner, Secretary of State

**Florida Department of State**  
Phone: (850) 245-6500  
Questions or comments? [Contact Us](#)  
Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

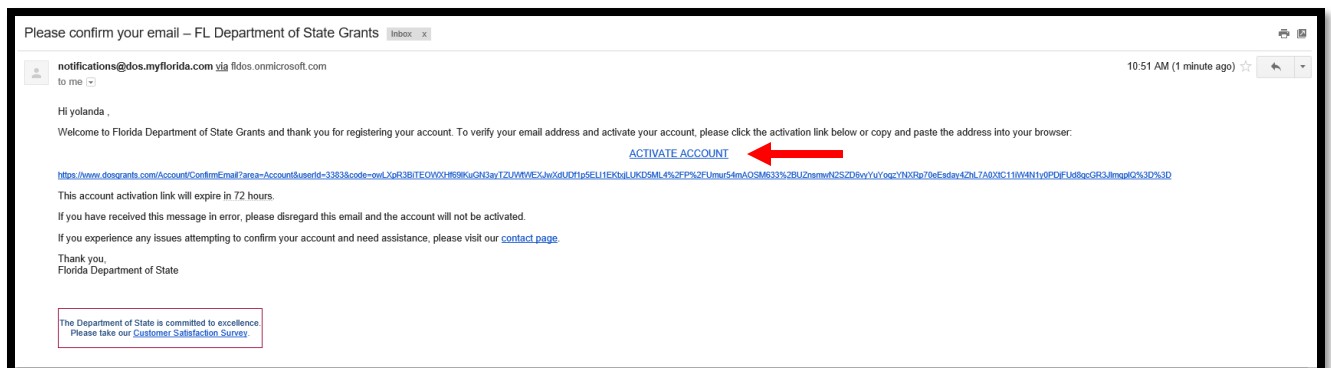
R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-025

**Step 2:** Enter your first and last name and your e-mail address. Click the Register button.



The screenshot shows the DOS GRANTS website's registration page. At the top, there is a navigation bar with links for Home, Organization, Grants, Panels, Search, and Help. On the right side of the navigation bar, there are links for "Register as a new user" and "Forgot your password?". Below the navigation bar, there is a login section with fields for "Email" and "Password", and a "Submit" button. The main content area is titled "Register" and contains a paragraph about Florida's public records law. Below this, there are three input fields: "First Name" (containing "Althera"), "Last Name" (containing "Johnson"), and "Email" (containing "johnsonalthera@gmail.com"). At the bottom of the form, there are two buttons: "Register" and "Return to Login Page". A red arrow points to the "Register" button.

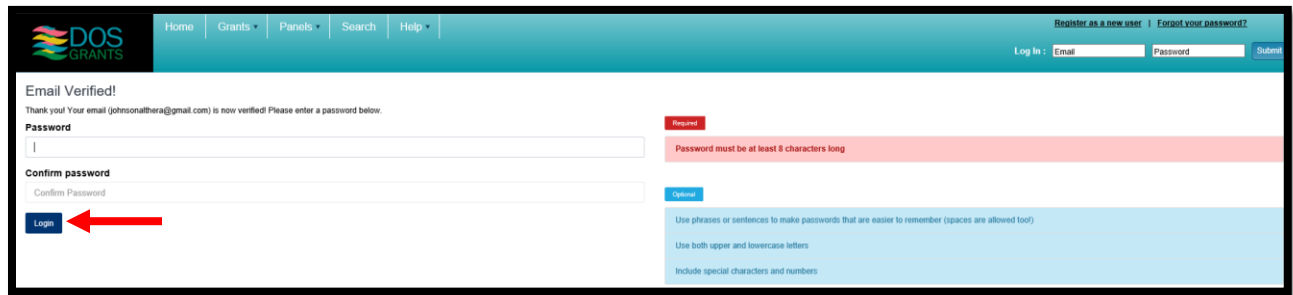
**Step 3:** Log in to the e-mail account that you used to register. You will receive an e-mail asking you to confirm your account. When you open the e-mail, click on the "Activate Account" link in the body of the message to activate your account and set your password. You will now be able to log into the website.



If you still haven't received the confirmation email, use the button below to resend it again.

 A blue button with a white circular arrow icon and the text "Re-send Confirmation Email". A red arrow points to the button.

**Step 4:** Once your email is verified you must create a password and click “Login.”




**DOS GRANTS** Home Grants Panels Search Help Register as a new user | Forgot your password?

Log In: Email Password Submit

**Email Verified!**  
Thank you! Your email (johnsonathera@gmail.com) is now verified! Please enter a password below.

**Password**  
[Input field]

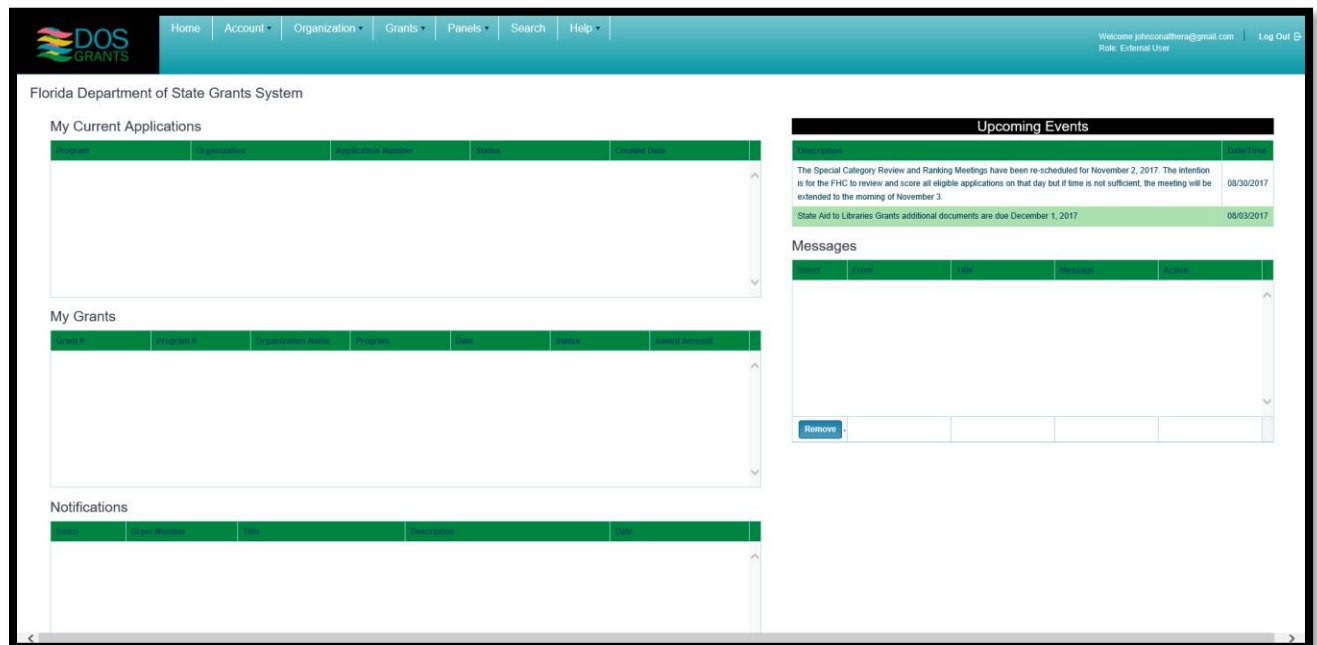
**Confirm password**  
[Input field]

**Login** 

**Required**  
Password must be at least 8 characters long

**Optional**  
Use phrases or sentences to make passwords that are easier to remember (spaces are allowed too!)  
Use both upper and lowercase letters  
Include special characters and numbers

You are now ready to “Request to Join an Organization.”



**DOS GRANTS** Home Account Organization Grants Panels Search Help Welcome johnsonathera@gmail.com | Log Out

Role: External User

**Florida Department of State Grants System**

**My Current Applications**

Application	Organization	Submission Number	Status	Created Date
-------------	--------------	-------------------	--------	--------------

**My Grants**

Grant	Organization	Submission Number	Status	Created Date
-------	--------------	-------------------	--------	--------------

**Notifications**

Notification	Status	Created Date
--------------	--------	--------------

**Upcoming Events**

Event	Date
The Special Category Review and Ranking Meetings have been re-scheduled for November 2, 2017. The intention is for the FHC to review and score all eligible applications on that day but if time is not sufficient, the meeting will be extended to the morning of November 3.	08/30/2017
State Aid to Libraries Grants additional documents are due December 1, 2017	08/03/2017

**Messages**

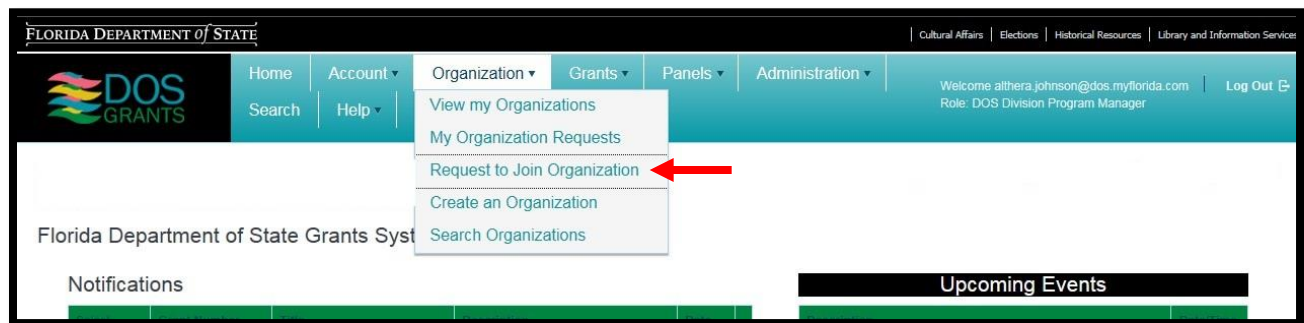
Message	Status	Created Date
---------	--------	--------------

**Remove**

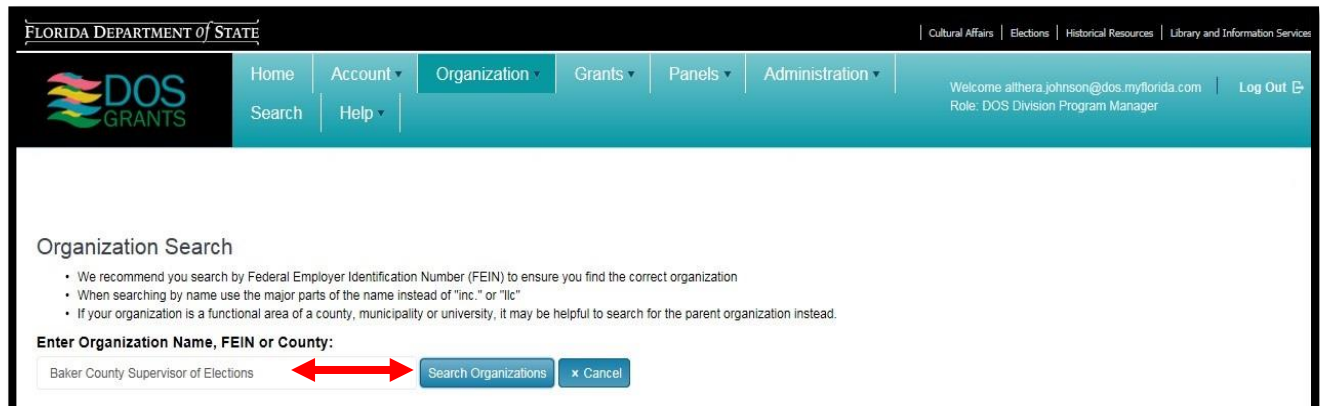
# HOW TO REQUEST TO JOIN AN ORGANIZATION

Once you have created your user account, you will then need to “associate” your account with an organization. This will tie your user account to that organization. Data for each county SOE office has been loaded into the DOS Grants system, and each office is set up as a separate organization.

**Step 1:** Once logged into DOS Grants, click on the "Organization" tab at the top of the page. From the dropdown menu select “Request to Join Organization.”



**Step 2:** Type your organization’s Name, FEIN or County. Click “Search Organizations.”



**Step 3:** Once you search and find your organization click the “Select” button next to it on the right.

**FLORIDA DEPARTMENT OF STATE**

Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS**

Home | Account | Organization | Grants | Panels | Administration | Search | Help

Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Search

- We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization
- When searching by name use the major parts of the name instead of "inc." or "llc"
- If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization instead.

**Enter Organization Name, FEIN or County:**

Baker County Supervisor of Elections

We found 1 results. Select your organization from the results.

Drag a column header and drop it here to group by that column

Legal Name	DBA Name	FEIN	County	Organization Purpose	Organization Type	Actions
Baker County Supervisor of Elections		59-2320102	Baker	Government: Supervisor of Elections	County Government	<input checked="" type="button" value="Select"/>

1 - 1 of 1 items

**Step 4:** Click the “Request Account Association” button. Your request will be sent to the organization’s Organization Manager for approval. Note: If this is the first time you are setting up an account for your county, then there will not yet be an organization manager established for the organization. In this case, you will need to send an email to DOS staff so that they can approve the association.

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**DOS GRANTS**

Home | Account | Organization | Grants | Panels | Administration | Search | Help

Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Details

#### Baker County Supervisor of Elections

Legal Name:	Baker County Supervisor of Elections	FEIN:	59-2320102	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Baker
House District:		Senate District:		Congressional District:	
Email:	vote@bakercountyfl.org	Phone:	904.259.6339	Fax:	904.259.2799
TDD:		Website:	http://www.bakerelections.com/	OCLC Symbol:	
Organization Status:		Status Effective Date:	1/1/0001		
DUNS:					
Archived Notes:					
Physical Address:					
Mailing Address:	P O Box 505 32 North 5th Street, Suite A Macclenny Florida, 32063				
Payment Address:					



# HOW TO MANAGE YOUR ORGANIZATION

Each organization must have at least one organization manager. The first time a user account is set up for your organization, DOE staff will assist you by setting the role for one of the organization's staff to organization manager. The manager can accept or deny associations, invite new users to the system, change the user roll of other users in the organization, and change the organization's information. They can also apply for grants.

## Accept or Deny Association:

**Step 1:** Once a new user in your county has created their account and requested association, the organization's manager will receive an e-mail notification that someone wants to associate with the organization. The manager can accept or deny the request. To do so, start by going to "View my Organizations".

The screenshot shows the Florida Department of State Grants System interface. The top navigation bar includes links for Cultural Affairs, Elections, Historical Resources, and Library and Information Services. The main header features the DOS GRANTS logo and a navigation menu with Home, Account, Organization, and Grants. A dropdown menu for 'Organization' is open, showing options: View my Organizations (highlighted with a red arrow), My Organization Requests, Request to Join Organization, Create an Organization, and Search Organizations. The user is logged in as Malika Schill, DOS Division Program Manager. The interface includes sections for Notifications, Upcoming Events, Messages, and My Assignments.

Select	Grant Number	Title
[Empty table body]		

Upcoming Events	
Description	Date/Time
LSTA and Library Cooperative grant applications open	04/01/2017
Cultural Affairs grant applications open	04/01/2017
Historic Preservation Small Matching grant applications open	04/01/2017

Select	From	Title	Mess...	Action
[Empty table body]				

Assignments	#
Applications	0
Reviews	0
Grants	0
Reports	0

**Step 2:** You will then reach the “My Organizations” page. Click on the “Details” button next to your organization.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

DOS GRANTS | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### My Organizations

Associate with an Organization

Drag a column header and drop it here to group by that column

Organization Name	DBA Name	Role in Organization	Last Modified Date	Actions
Monroe County Supervisor of Elections		Organization Manager	7/25/2017 5:57:16 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>

**Step 3:** On the Organization Details page, click the “Manage Staff” button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

DOS GRANTS | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Details

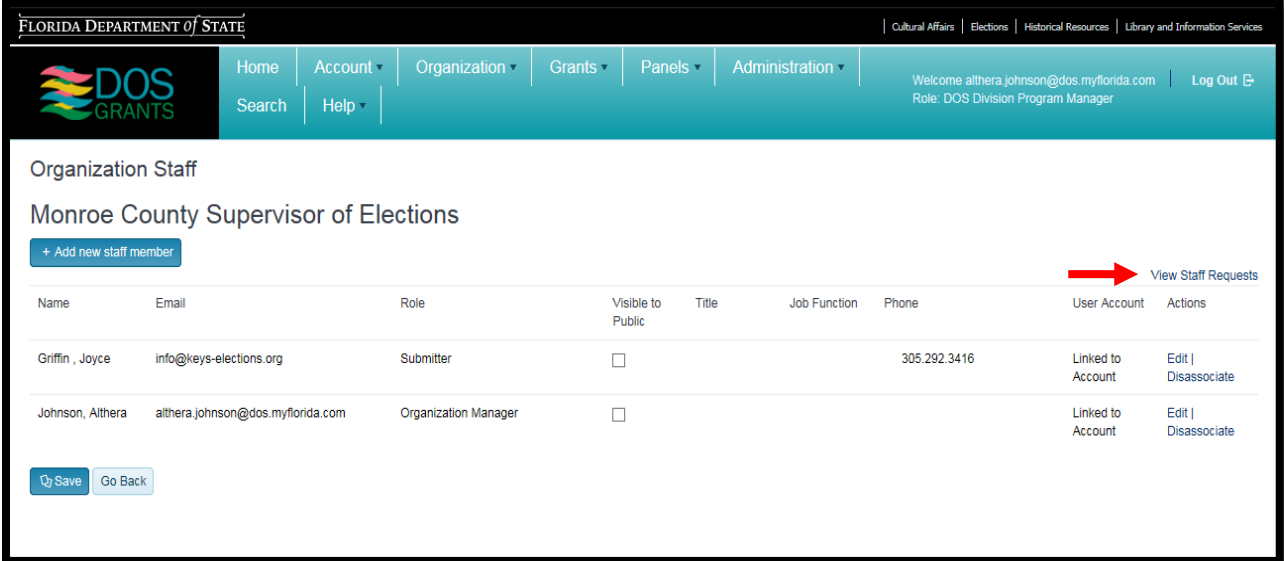
#### Monroe County Supervisor of Elections

Edit Organization | [Manage staff](#) | Manage Relationships | Deactivate Organization

Legal Name:	Monroe County Supervisor of Elections	FEIN:	65-0777466	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Monroe
House District:		Senate District:		Congressional District:	
Email:	info@keys-elections.org	Phone:	305.292.3416	Fax:	305.292.3406
TDD:		Website:	http://www.keys-elections.org	OCLC Symbol:	
Organization Status:		Status Effective Date:	1/1/0001		
DUNS:					
Archived Notes:					
Physical Address:					
Mailing Address:	530 Whitehead Street, Suite 101 Key West Florida, 33040				
Payment Address:					

[Back](#)

#### Step 4: Click on “View Staff Requests”



FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Staff

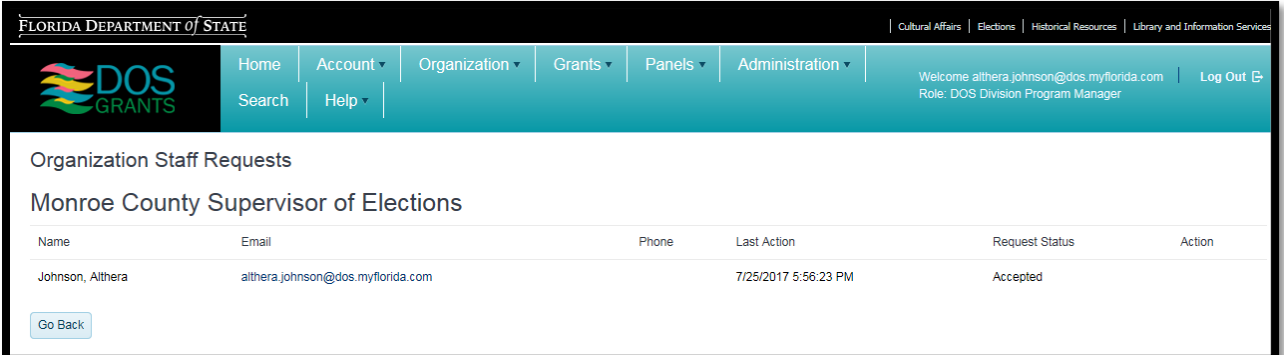
#### Monroe County Supervisor of Elections

+ Add new staff member

Name	Email	Role	Visible to Public	Title	Job Function	Phone	User Account	Actions
Griffin, Joyce	info@keys-elections.org	Submitter	<input type="checkbox"/>			305.292.3416	Linked to Account	Edit   Disassociate
Johnson, Althera	althera.johnson@dos.myflorida.com	Organization Manager	<input type="checkbox"/>				Linked to Account	Edit   Disassociate

[Save](#) [Go Back](#) [View Staff Requests](#)

On the Staff Request page, you will be able to view and accept or deny requests to associate with your organization.



FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Staff Requests

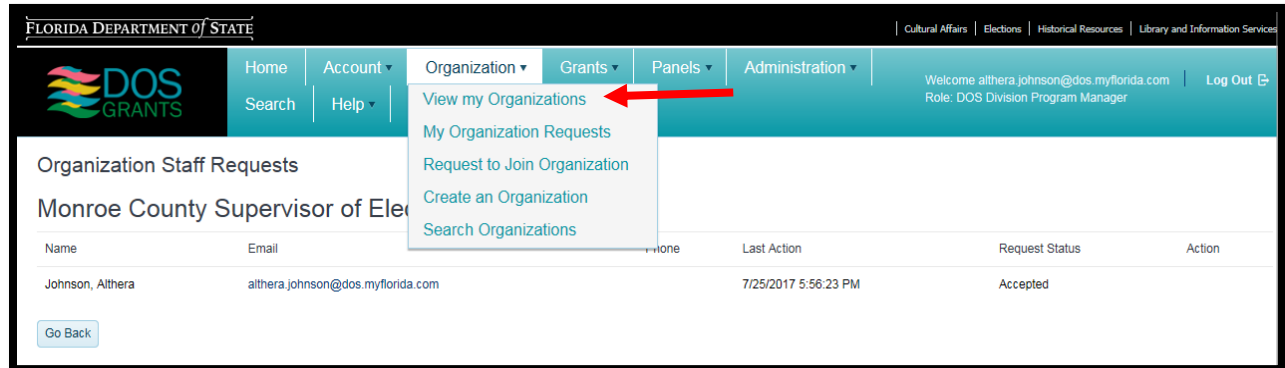
#### Monroe County Supervisor of Elections

Name	Email	Phone	Last Action	Request Status	Action
Johnson, Althera	althera.johnson@dos.myflorida.com		7/25/2017 5:56:23 PM	Accepted	

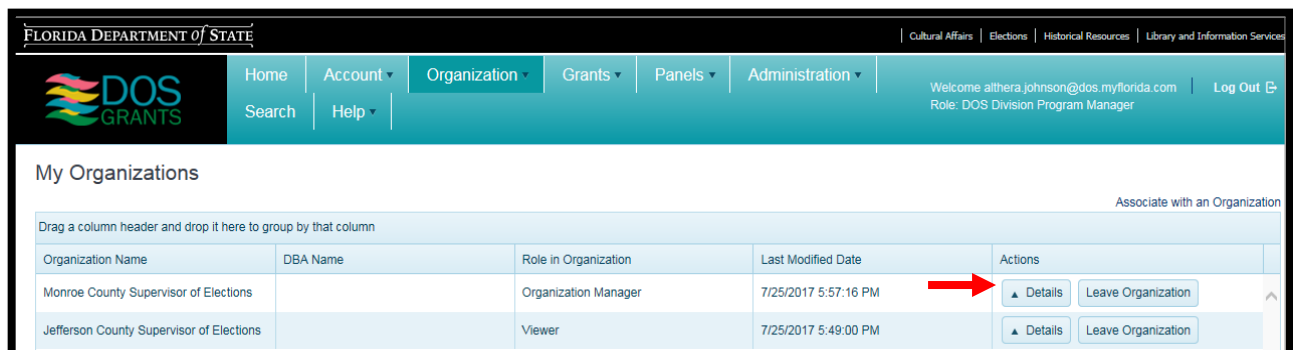
[Go Back](#)

## Invite New User:

**Step 1:** As an organization manager, you can invite new users to the DOS Grants system. You may find this a convenient way of adding more staff members. Once invited, they will automatically be associated with your organization. To do this, start by going to “View my Organizations”.



**Step 2:** You will then reach the “My Organizations” page. Click on the “Details” button next to your organization.



**Step 3:** On the Organization Details page, click the “Manage Staff” button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Details

#### Jefferson County Supervisor of Elections

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

Legal Name:	Jefferson County Supervisor of Elections	FEIN:	59-6000690	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	064
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Jefferson

**Step 4:** Click the “Add new staff member” button.

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Staff

#### Jefferson County Supervisor of Elections

[+ Add new staff member](#) | [View Staff Requests](#)

Name	Email	Role	Visible to Public	Title	Job Function	Phone	User Account	Actions
Schill, Malika	Malika.Schill@dos.myflorida.com	Organization Manager	<input type="checkbox"/>				Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>

**Step 5:** Type in the information requested, select “Yes” on the “Link accounts” option, and click the “Add Staff button”.

### Add Staff Member

**First Name**  
Althera

**Last Name**  
Johnson

**Work Email**  
ajohnson@dos.state.fl.us

**Work Phone**  
8502456211

Link to a Grants account using email address?  
☒ Yes ☐ No

[Add Staff](#) [Go Back](#)

**Step 6:** Your co-worker will receive an email notification regarding the request with a link they can click to get started. Once the request has been accepted by the staff member, they will be associated with your organization.



## Change User Role

Users associated with organizations in DOS Grants must have a “user role”, which determines their permissions in regards to managing their organization and applying for grants. When an account is first created in the DOS Grants system, the account will be set to the user role of Viewer. Your organization does not need to have a staff person in every role, but it must have at least one organization manager.

- **Viewer** – An organization Viewer can see all of their organization’s grants and documents, but they cannot edit or submit anything. Viewer is the default role when anyone is first associated to an organization.
- **Profile Editor** – An organization Profile Editor can edit the organization’s profile and add to the staff listing. A Profile Editor cannot edit grant applications or reports.
- **Editor** – An organization Editor can edit an organization’s profile as well as their grant applications and reports. An organization Editor cannot submit grant applications or reports.
- **Submitter** – An organization Submitter can edit and submit grant applications and reports. They can also update the organization’s profile.
- **Organization Manager** – An Organization Manager can edit and submit grant applications and reports, update the organization’s profile, and add additional users to the organization and set their role.

**Step 1:** As Organization Manager, you can set the roles for the users associated with your organization.

To set a user role, start by clicking on “View my Organizations.”

**Florida Department of State Grants System**

Home | Account | Organization | Grants | Panels | Administration

Welcome althera.johnson@dos.myflorida.com | Role: DOS Division Program Manager | Log Out

**Notifications**

Select	Grant Number	Title	Actions	Date
<input type="checkbox"/>			Application Created	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/25/20

**Upcoming Events**

Description	Date/Time
Special Category Review and Ranking Meetings are scheduled for September 2017	08/31/2017
State Aid to Libraries Grant applications due October 1, 2017	08/03/2017
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017

**Step 2:** You will then reach the “My Organizations” page. Click on the “Details” button next to your organization.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out

### My Organizations

Associate with an Organization

Drag a column header and drop it here to group by that column

Organization Name	DBA Name	Role in Organization	Last Modified Date	Actions
Monroe County Supervisor of Elections		Organization Manager	7/25/2017 5:57:16 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>
Jefferson County Supervisor of Elections		Viewer	7/25/2017 5:49:00 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>

**Step 3:** On the Organization Details page, click the “Manage Staff” button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out

### Organization Details

#### Monroe County Supervisor of Elections

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

Legal Name:	Monroe County Supervisor of Elections	FEIN:	65-0777466	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Monroe
House District:		Senate District:		Congressional District:	
Email:	info@keys-elections.org	Phone:	305.292.3416	Fax:	305.292.3406
TDD:		Website:	http://www.keys-elections.org	OCLC Symbol:	
Organization Status:		Status Effective Date:	1/1/0001		

**Step 4:** Next to the staff account you wish to change, select “Edit.”

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out

### Organization Staff

#### Monroe County Supervisor of Elections

[+ Add new staff member](#) [View Staff Requests](#)

Name	Email	Role	Visible to Public	Title	Job Function	Phone	User Account	Actions
Griffin, Joyce	info@keys-elections.org	Submitter	<input type="checkbox"/>			305.292.3416	Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>
Johnson, Althera	althera.johnson@dos.myflorida.com	Organization Manager	<input type="checkbox"/>				Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>

[Save](#) [Go Back](#)



**Step 5:** Under the dropdown menu for the Organization Role, select the role that you want and click “Save Changes.”

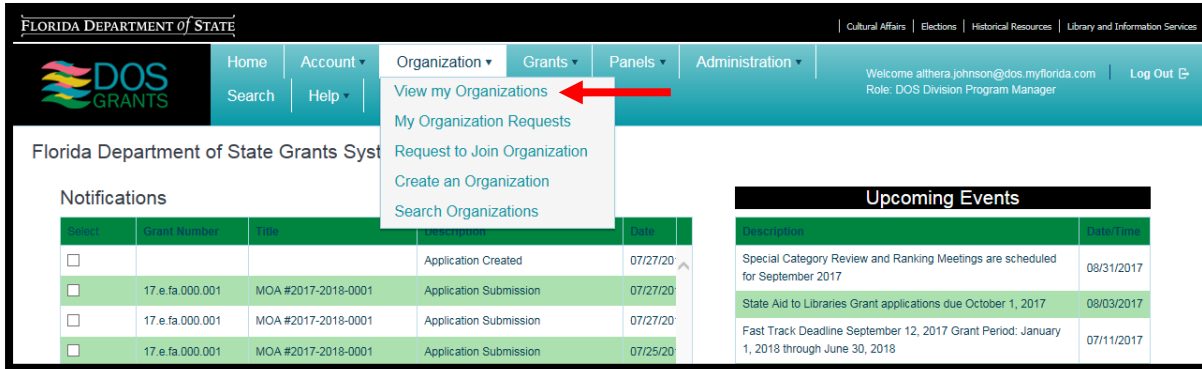
The screenshot shows the 'Edit Contact' page in the DOS GRANTS system. The contact information for Joyce Griffin is displayed. The 'Organization Role' dropdown menu is open, showing the following options:

- Viewer
- Submitter
- Grant Editor
- Profile Editor
- Organization Manager

A red arrow points to the dropdown menu. The 'Save Changes' button is visible at the bottom of the form.

## Edit Organization Details

**Step 1:** As an Organization Manager, you can change the details for your organization, such as the address, phone number, or other information. To change an organization's details, start by clicking on "View my Organizations."

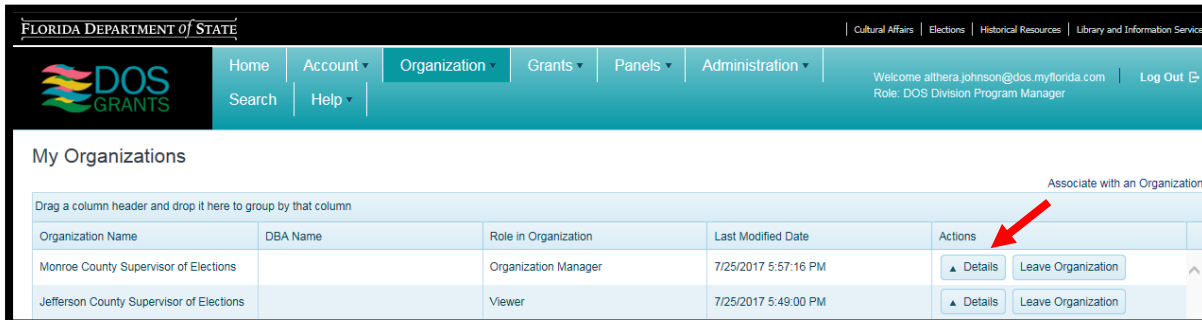


The screenshot shows the Florida Department of State Grants System interface. The top navigation bar includes links for Home, Account, Organization, Grants, Panels, and Administration. The 'Organization' dropdown menu is open, showing options: View my Organizations (highlighted with a red arrow), My Organization Requests, Request to Join Organization, Create an Organization, and Search Organizations. Below the navigation bar, there are sections for Notifications and Upcoming Events.

Select	Grant Number	Title	Description	Date
<input type="checkbox"/>			Application Created	07/27/20
<input type="checkbox"/>	17 e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17 e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17 e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/25/20

Description	Date/Time
Special Category Review and Ranking Meetings are scheduled for September 2017	09/31/2017
State Aid to Libraries Grant applications due October 1, 2017	09/03/2017
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017

**Step 2:** You will then reach the "My Organizations" page. Click on the "Details" button next to your organization.



The screenshot shows the 'My Organizations' page. The top navigation bar is the same as in the previous screenshot. The main content area shows a table of organizations. The 'Monroe County Supervisor of Elections' organization is highlighted, and the 'Details' button next to it is highlighted with a red arrow.

Organization Name	DBA Name	Role in Organization	Last Modified Date	Actions
Monroe County Supervisor of Elections		Organization Manager	7/25/2017 5:57:16 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>
Jefferson County Supervisor of Elections		Viewer	7/25/2017 5:49:00 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>

### Step 3: Click on “Edit Organization.”

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Welcome althera.johnson@dos.myflorida.com | Log Out | Search | Help | Role: DOS Division Program Manager

#### Organization Details

##### Monroe County Supervisor of Elections

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

Legal Name:	Monroe County Supervisor of Elections	FEIN:	65-0777466	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Monroe
House District:		Senate District:		Congressional District:	
Email:	info@keys-elections.org	Phone:	305.292.3416	Fax:	305.292.3406
TDD:		Website:	http://www.keys-elections.org	OCLC Symbol:	
Organization Status:		Status Effective Date:	1/1/0001		

### Step 4: Edit the organization details. Once you are done, click the “Save Changes” button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Welcome althera.johnson@dos.myflorida.com | Log Out | Search | Help | Role: DOS Division Program Manager

#### Edit Organization

##### Monroe County Supervisor of Elections

Note: Florida has a very broad public records law. Public records are available to the public and media upon request, unless the information is subject to a specific statutory exemption. Therefore, any information that you provide, including contact information, may be subject to public disclosure.

[Save Changes](#) [Go Back](#)

**Legal Name**

Monroe County Supervisor of Elections

**FEIN** :

65-0777466

**DBA Name** :

**Step 1:** Click on the “Grants” tab at the top of the page. From the dropdown menu, select “Apply for Grant.” This will take you to a list of grants offered by DOS. Note: You cannot apply for a grant until you are associated with an organization and you have a user role that allows you to apply.

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**Step 2:** Next to the Federal Election Activities program, click on “Apply Now.”

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**DOS GRANTS** | Home | Account | Organization | **Grants** | Panels | Administration | Welcome althiera.johnson@dos.myflorida.com | Log Out

**Grant Programs**  
Below is a list of all grants.

Program Name	Description	Application Period	Actions
<b>Division:</b>			
Legislative Line Items	Legislative Line Items		<a href="#">Apply Now</a>
<b>Division: Cultural Affairs</b>			
Cultural Endowment	The purpose of this program is to create an endowment matching funds program that will provide operating resources to participating cultural organizations. The first step in applying for an Endowment State Matching Share (SMS) is to be designated as a Cultural Sponsoring Agency (CSO). More information regarding the program is available here.	7/1/2017 - 6/1/2018	<a href="#">Apply Now</a>
Cultural Facilities	The purpose of the Cultural Facilities Program is to coordinate and guide the State of Florida's support and funding of renovation, construction, or acquisition of cultural facilities. More information regarding the program is available here.	4/1/2016 - 6/6/2016	
Fast Track Project	The Fast Track Project Grant Program is designed to provide expedited access to funds supporting small organizations through arts and cultural projects including but not limited to artist residencies, performances, or exhibitions. More information regarding the program is available here.	6/23/2017 - 9/12/2017	<a href="#">Apply Now</a>
GPS/SCP	<b>General Program Support (GPS)</b> The General Program Support (GPS) grant is designed to fund up to \$150,000 for the general program activities of an organization that is realizing its stated mission and furthering the state's cultural objectives. More information regarding the program is available here.  <b>Specific Cultural Project (SCP)</b> The Specific Cultural Project (SCP) grant is designed to fund a cultural project, program, exhibition, series, Artists Performances on Tour, Arts in Education or Underserved Cultural Community Development project taking place within the grant period (July 1 through June 30). The grant activities must support the mission of the organization and further the state's cultural objectives. More information regarding the program is available here.	4/1/2016 - 6/6/2016	
<b>Division: Elections</b>			
Federal Election Activities	Federal Election Activities funds are annually appropriated by the Florida Legislature from Help America Vote Act funds, and are allocated and distributed to the Supervisors of Elections based on a formula using the number of active registered voters in each county. Supervisors can apply for and use these funds for one or more of the following categories: voter education; poll worker training; standardizing election results reporting; and other federal election administration activities as approved by the Department of State.	7/1/2017 - 5/31/2018	<a href="#">Apply Now</a>

**Step 3:** Select the organization for which the Federal Election Activities application is being completed. Enter the project name/title and click "Continue." Note: You will receive an email notification to the email listed on the profile.

**FLORIDA DEPARTMENT OF STATE** | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | **Grants** | Panels | Administration | Welcome althiera.johnson@dos.myflorida.com | Log Out

**Select applicant**  
Select which organization you will be completing the **Federal Election Activities** application for.

☒ Jefferson County Supervisor of Elections

**Enter Project Name/Title:**

[Cancel/Return To Programs](#) [Continue](#)

**Notifications**  
Federal Election Activities application has been started.  
To: Malkia.Schill@dos.myflorida.com; Johnson, Althiera

A grant application has been started by Jefferson County Supervisor of Elections to the Florida Department of State, Division of Elections 2017-2018 for Federal Election Activities. You may review the status of your application by logging into <https://www.dosgrants.com>.

Thank you,  
Florida Department of State

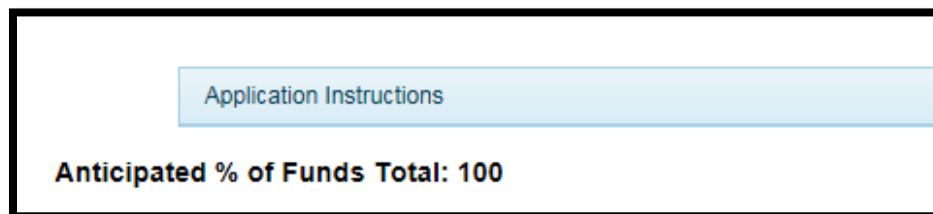
The Department of State is committed to excellence. Please take our [Customer Satisfaction Survey](#).

**Step 4:** The next portion of the grant application consists of four sections:

- Section A: Voter Education;
- Section B: Poll Worker Training;
- Section C: Standardizing Election Results Reporting;
- Section D: Administrative Activities.

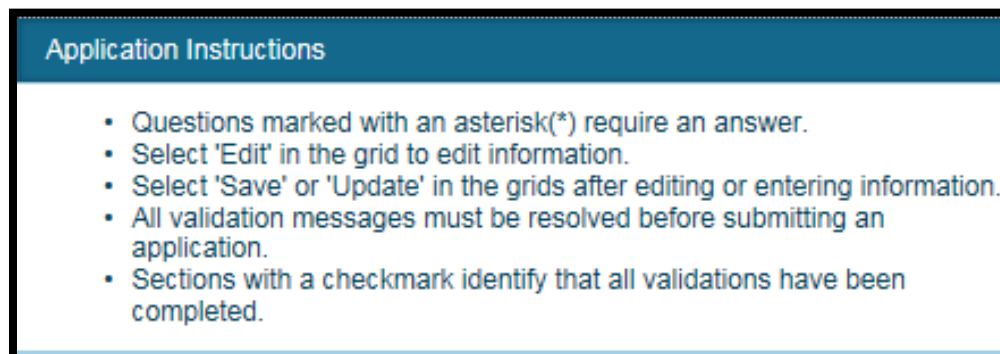
For each of these sections, you will need to indicate if your county intends to expend funds to support that activity, and if so, the percent of funds you intend to spend in that category. The "Anticipated % of Funds Total" must equal 100% across all 4 categories. If it does not equal 100%, you will be unable to submit your application. Similarly, for each of the activity areas in which you have indicated you plan to spend funds, you must provide a performance goal, performance measure, timeline and budget for the funds requested under this agreement. If you do not provide this information, you will be unable to submit your application.

Remember to save your work often by clicking the "Save" button at the bottom of each page.



Application Instructions

**Anticipated % of Funds Total: 100**



Application Instructions

- Questions marked with an asterisk(\*) require an answer.
- Select 'Edit' in the grid to edit information.
- Select 'Save' or 'Update' in the grids after editing or entering information.
- All validation messages must be resolved before submitting an application.
- Sections with a checkmark identify that all validations have been completed.

**Step 5:** Complete sections A through D (section A show below). Each box must be completed.

**FLORIDA DEPARTMENT OF STATE**

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 Role: DOS Division Program Manager    Log Out

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## Division of Elections Federal Election Activities - Grant Application

A. ☒ Voter Education

B. ☒ Poll Worker Training Standardizing Election

C. ☒ Results Reporting

D. ☒ Administration

E. ☒ Attachments

F. ☒ Review and Submit

[Print Preview II](#) | [Exit](#)

Page 1 of 6

**Project Title:** MOA #2017-2018-0001

---

### Voter Education

**Anticipated % of Funds Total: 100**

a. **Organization Name:** Jefferson County Supervisor of Elections  
 b. **FEBID:** 59-600690  
 c. **Phone number:** 850.997.3348  
 d. **Principal Address:** 380 West Dogwood Street Monticello, 32344  
 e. **Mailing Address:** 380 West Dogwood Street Monticello, 32344  
 f. **Website:** www.jeffersonvotes.com  
 g. **Organization Type:** County Government  
 h. **Organization Category:** GovernmentSupervisorOfElections  
 i. **County:** Jefferson

- Sample Ballots**  
 Mailing or Publishing Sample Ballots: Printing and mailing or publishing sample ballots which must include additional information on voting procedures, voting rights or voting technology.  

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 16-17 Federal Election Administration Activities Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Prior Years' Federal Election Administration Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Years' Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent	50			
- Voter Information Cards**  
 Voter Information Cards: Printing voter information cards which must include additional voter education information on voting procedures, voting rights or voting technology.  

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 16-17 Federal Election Administration Activities Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Prior Years' Federal Election Administration Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Years' Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent	10			
- Publications**  
 Advertising or Publications: Examples are Print, Radio or Television Advertising; Banners, Billboards & Public Transportation Ads. Advertisements must include voter education information on voting procedures, voting rights or voting technology.  

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 16-17 Federal Election Administration Activities Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prior Years' Federal Election Administration Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Years' Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent	10			
- System Demonstrations**  
 Voting System Demonstrations: List below what funds will be spent on.  

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 16-17 Federal Election Administration Activities Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prior Years' Federal Election Administration Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Years' Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent				
- Voter Guides**  
 Voter Guides: Printing voter guides which must include voter education information concerning voting procedures, voting rights or voting technology, but shall not contain elected officials' contact information other than the supervisor's contact information.  

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 16-17 Federal Election Administration Activities Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prior Years' Federal Election Administration Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Years' Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent				
- Voter Education**  
 For each of the activity areas you have indicated you plan to spend funds on in Part 1, provide a performance goal, performance measure, timeline, and budget for the funds requested under this agreement.

**Performance Goals**  

Format: [v] [B] [I] [U] [List Icons]  
 1. Sample Ballots: To educate voters by mailing sample ballots to all registered voters to reduce wait time at the polls and educate voters prior to the election.  
 2. Voter Information Cards: Mailing Voter Information cards per Statute.  
 3. Publish Ads Polling Place locations for the Primary and General Elections.

**Performance Measures**  

Format: [v] [B] [I] [U] [List Icons]  
 1. Sample Ballots: Measure wait times at the polls  
 2. Voter Information Cards: Maintain the telephone inquiries from voters concerning the information listed on the Voter Information Cards.  
 3. Measure wait times at the polls

**Timeline**  

Format: [v] [B] [I] [U] [List Icons]  
 We plan to use the funds during the 2018 Election Cycle for the Primary and General Elections.

**Budget**  

Format: [v] [B] [I] [U] [List Icons]  
 Federal: \$886.50  
 County Match: \$221.62

[Previous](#)   [Save](#)   [Next](#)

Rick Scott, Governor  
Ken Cusack, Secretary of State

**Florida Department of State**  
Phone: (850) 245-6500  
Questions or comments? [Contact Us](#)

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0202

## Downloading and Uploading Attachments

**Step 6:** Once all applicable sections have been completed, you will reach the "Attachments" section of the application. Download and upload the following attachments for submission:

### Attachments 1.1 – 1.7

- Click on the links to view and download the attachments to the grant application:
  - Attachment 1.1 – Memorandum of Agreement
  - Attachment 1.2 – Proviso Language
  - Attachment 1.3 – Funds Per County
  - Attachment 1.4 – Certificate of Matching Funds
  - Attachment 1.5 – Debarment and Suspension
  - Attachment 1.6 – Certificate of Equipment
  - Attachment 1.7 – Single Audit Act Requirements
- The following attachments must be signed and uploaded into the DOS Grants system:
  - Attachment 1.1 – Memorandum of Agreement
  - Attachment 1.4 – Certificate of Matching Funds
  - Attachment 1.5 – Debarment and Suspension
  - Attachment 1.6 – Certificate of Equipment (If Applicable)

FLORIDA DEPARTMENT OF STATE

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Welcome altherrajohnson@dos.myflorida.com  
Role: DOS Division Program Manager

Division of Elections Federal Election Activities - Grant Application

Help  
Print Preview || Exit

A. Voter Education  
B. ✓ Poll Worker Training  
C. ✓ Standardizing Election Results  
D. ✓ Reporting  
E. ✓ Administration Activities  
F. Attachments  
G. Review and Submit

Page 5 of 6

Attachments

Application Instructions

1. Add Attachments\*

1.1. Download the Memorandum of Agreement, then upload it below \*

Link to download Memorandum of Agreement: [Memorandum of Agreement](#)

Select file to upload

1.2. Download the Proviso Language document

Link to download Attachment A: [Attachment A](#)

1.3. Download the Funds Per County document

Link to download Attachment C: [Attachment C](#)

1.4. Download and complete the Certificate of Matching Funds document, then upload it below \*

Link to download Attachment D: [Attachment D](#)

Select file to upload

1.5. Download and complete the Debarment and Suspension document, then upload it below \*

Link to download Attachment E: [Attachment E](#)

Select file to upload

1.6. Download and complete the Certificate of Equipment document, then upload it below

Link to download Attachment F: [Attachment F](#)

Select file to upload

1.7. Download the Single Audit Act Requirements document

Link to download Attachment G: [Attachment G](#)



## Attachments 2.1 – 3.1

- Upload Voter Education and Poll Worker Sample by clicking “Browse” to select file(s); then click “Upload file.”
  - 2.1 – Voter Educations Sample Information
  - 3.1 – Poll Worker Training Documentation

The screenshot shows a web form with the following structure:

- 2. Upload Voter Education Samples**
  - 2.1. Voter Education Sample Information**
    - A text input field labeled "Select file to upload" is followed by a "Browse..." button and an "Upload file" button with an upward arrow icon. A red double-headed arrow points between these two buttons.
- 3. Upload Pollworker Training Documentation**
  - 3.1. Pollworker Training Documentation**
    - A text input field labeled "Select file to upload" is followed by a "Browse..." button and an "Upload file" button with an upward arrow icon. A red double-headed arrow points between these two buttons.

At the bottom of the form, there are three buttons: "Previous", "Save", and "Next".

## Signing and Submitting Your Application

Once all the attachments have been uploaded, you are ready to review and submit your application.

**Step 7:** Click on “Print Preview” to view a copy of your application. You can print or save a PDF copy for your records.

The screenshot displays the Florida Department of State (DOS) Grants application interface. The header includes the DOS logo and navigation links: Home, Account, Organization, Grants, Panels, and Administration. A user is logged in as althera.johnson@dos.myflorida.com, with the role of DOS Division Program Manager. The main heading is "Division of Elections Federal Election Activities - Grant Application". A red arrow points to the "Print Preview" link, which is highlighted in blue. Below this, a sidebar lists the application steps: A. Voter Education, B. Poll Worker Training, C. Reporting, D. Activities, E. Attachments, and F. Review and Submit. The main content area is titled "Review and Submit" and contains a checkbox for certification, a signature field, and a "Submit" button. The page is labeled "Page 6 of 6".

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Role: DOS Division Program Manager

Division of Elections Federal Election Activities - Grant Application

Print Preview | Exit

A. ✓ Voter Education  
B. ✓ Poll Worker Training  
C. Reporting  
D. Activities  
E. ✓ Attachments  
F. ✓ Review and Submit

Previous Submit

Page 6 of 6

Review and Submit

Application Instructions

1. Review and Submit

☐ I hereby certify that I am authorized to submit this application on behalf of Jefferson County Supervisor of Elections and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. Signature (Enter first and last name)

The application has been filled out correctly, you can now submit this application

Previous Submit

## Sample "Print Preview"



FLORIDA DEPARTMENT OF STATE



Print

### Division of Elections Federal Election Activities - Grant Application

#### Voter Education

Anticipated % of Funds Total:

- **Applicant Name:** Jefferson County Supervisor of Elections
- **FEID:** 59-600690
- **Phone number:** 850.997.3348
- **Principal Address:** 380 west Dogwood Street Monticello, 32344
- **Mailing Address:** 380 west Dogwood Street Monticello, 32344
- **Website:** www.jeffersonvotes.com
- **Organization Type:** CountyGovernment
- **Organization Category:** GovernmentSupervisorOfElections
- **County:** Jefferson

#### Sample Ballots

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 15-16 Federal Election Activities Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prior Year Federal Election Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Year Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent	50			

#### Voter Information Cards

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 15-16 Federal Election Activities Funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prior Year Federal Election Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Year Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent	10			

#### Publications

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 15-16 Federal Election Activities Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Federal Election Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Year Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Anticipated % of Funds To Be Spent	10			

#### System Demonstrations

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
FY 15-16 Federal Election Activities Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Federal Election Activities Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Prior Year Voter Education Roll Over Funds	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**Step 8:** Check the certification box.

**Step 9:** Type the Supervisor's first and last name.

**Step 10:** Click "Submit" button.

**1. Review and Submit**

☒ I hereby certify that I am authorized to submit this application on behalf of Jefferson County Supervisor of Elections and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

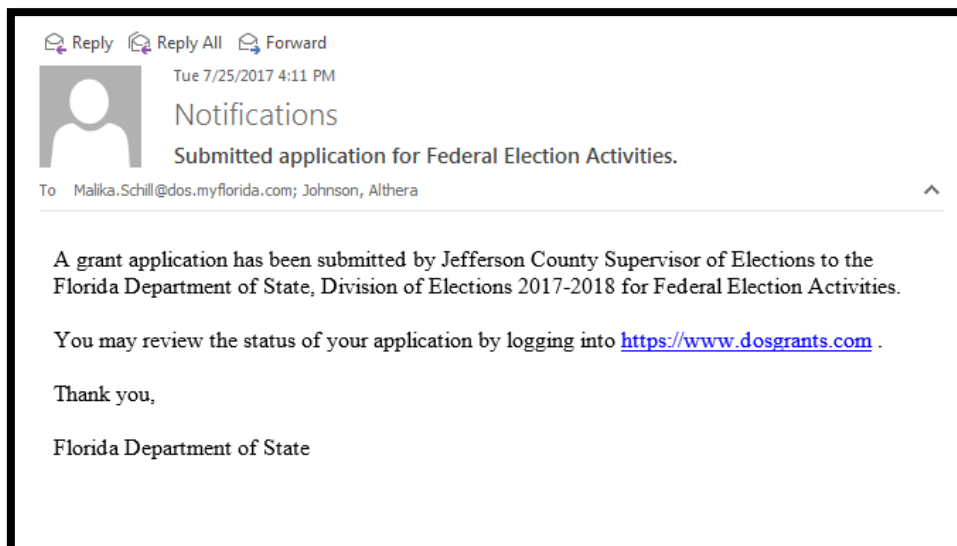
**1.1. Signature (Enter first and last name)**

Althera Johnson

The application has been filled out correctly, you can now submit this application

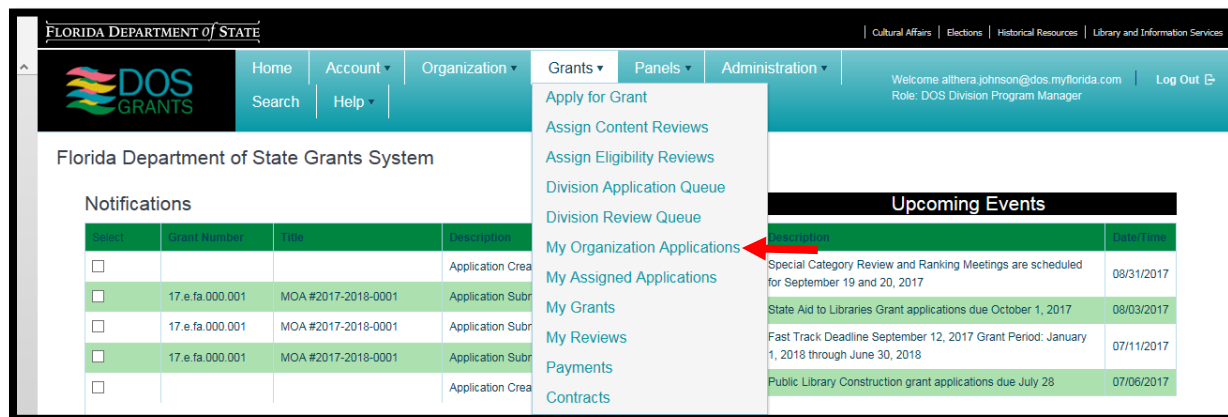
[Previous](#) [Submit](#)

An e-mail notification confirmation will be sent confirming that your application has been successfully submitted. If you would like to review the status of your application, you can log into the DOS Grants Website, click on "Grants" and then "My Organization Applications".

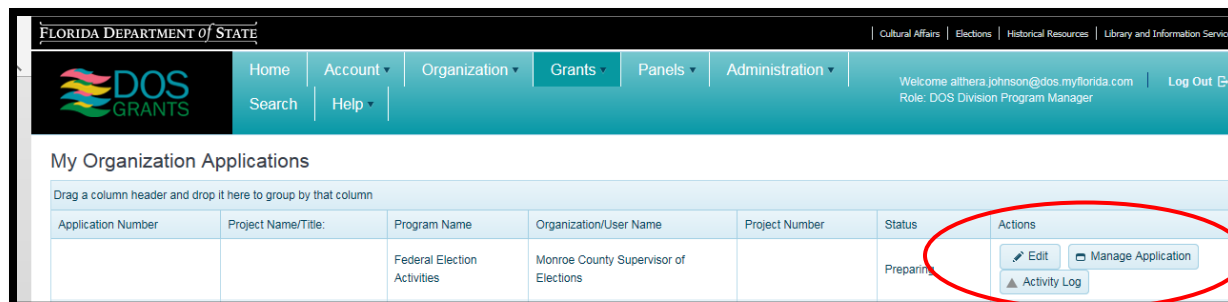


# HOW TO CHECK THE STATUS OF YOUR APPLICATION

**Step 1:** Once your application has been submitted, DOS staff will review and process your application. You can check on the status of your application by viewing the “My Organization Applications” page.



**Step 2:** You may make any corrections or changes by clicking on the following options: “Edit”, “Manage Applications” and/or “Activity Log”.



**Step 3:** The “Edit” page allows you to make changes to the application.

The screenshot shows the 'Edit' page for a grant application. The header includes the Florida Department of State logo and navigation links. The main content area is titled 'Division of Elections Federal Election Activities - Grant Application'. It features a sidebar with a list of sections: A. Voter Education (selected), B. Poll Worker Training, C. Results Reporting, D. Administration Activities, E. Attachments, and F. Review and Submit. The main area displays the 'Project Title' field, a 'Print Preview' button, and a 'Help' link. Below the sidebar, there are navigation buttons: 'Previous', 'Save', and 'Next'. The page is labeled 'Page 1 of 6'. The 'Voter Education' section is expanded, showing details such as 'Organization Name: Monroe County Supervisor of Elections', 'FEID: 65-0777466', 'Phone number: 305.292.3416', 'Principal Address', 'Mailing Address: 530 Whitehead Street, Suite 101 Key West, 33040', 'Website: http://www.keys-elections.org', 'Organization Type: County Government', 'Organization Category: GovernmentSupervisorOfElections', and 'County: Monroe'. An 'Anticipated % of Funds Total: 100' is also displayed.

**Step 4:** The “Manage Applications” page allows you to view and print the application ONLY.

The screenshot shows the 'Manage Applications' page. It features a table with columns: Grant #, Program, Project, FEID, Grantee, Last Updated By, Date, Status, Project Number, and Actions. The table contains one row for 'Federal Election Activities' with a status of 'Preparing'. Below the table, there is a section titled 'Sections' with a table showing the status of various sections. The 'Action' column for each section is circled in red, indicating the 'View' button.

Grant #	Program	Project	FEID	Grantee	Last Updated By	Date	Status	Project Number	Actions
	Federal Election Activities		65-0777466	Monroe County Supervisor of Elections	Johnson, Althera	08/07/2017	Preparing		<a href="#">Save</a>

Sections	Status	Action
Voter Education	Completed	<a href="#">View</a>
Poll Worker Training	Preparing	<a href="#">View</a>
Standardizing Election Results Reporting	Preparing	<a href="#">View</a>
Administration Activities	Preparing	<a href="#">View</a>
Attachments	Preparing	<a href="#">View</a>
Review and Submit	Preparing	<a href="#">View</a>

**Step 5:** The “Activity Log” page allows you to send messages via email, write notes and upload information.

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**DOS GRANTS** Home Account Organization Grants Panels Administration Search Help Welcome: althera.johnson@dos.myflorida.com Log Out Role: DOS Division Program Manager

### Activity Log

Application Number: Project Name: Organization Name: Monroe County Supervisor of Elections [View Application](#)

Activity Type	Title/Subject	Created By	Date and Time	Actions
Application Started	Application Created	Althera Johnson	7/27/2017 12:49 PM	<a href="#">View</a>

1 - 1 of 1 items

**Activity Type** Message

**Title/Subject**

**Notes**

Format B I U [Icons]

Select files...

Create Go Back